

SUBMITTAL REQUIREMENTS PRE-APPLICATION

City of Renton Development Services Division
1055 South Grady Way-Renton, WA 98055
Phone: 425-430-7200 Fax: 425-430-7231

FREE REVIEW: Upon written request, the Development Services Division will review your preliminary application information prior to formal submittal of an actual land use application package and fee payment. In order for us to review your preliminary proposal, you should provide the following information **folded to a size not exceeding 8 ½ by 11 inches**:

1. ☐ **Project Narrative:** Please provide **5 copies** of a letter addressed to the Development Services Division, attention of Laureen Nicolay, referencing the project location and proposed project name, requesting preliminary review and indicating specific questions or any area(s) of concern. The letter should describe the proposed project in DETAIL. Discuss the current use(s) of the site and any existing improvements as well as the proposed use(s) of the property and the scope of the project and proposed improvements. Be sure to include your name and a contact number.
2. ☐ **Vicinity Map:** Please provide **5 copies** of a vicinity map at a scale of 1" = 200' or 1" to 100' (see sample on following page). The map should highlight the property, and include a north arrow (oriented to the top of the paper/plan sheet), the scale used for the map, and CITY street names for all streets shown. Kroll Map Company (206-448-6277) produces maps, which may serve this purpose.
3. ☐ **Floor Plans (optional):** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer.
4. ☐ **Site Plan:** Please provide **5 copies** of a detailed site plan--or plat map in the case of subdivision proposals--drawn at a legible scale appropriate to the size of the site. We suggest the map show the following:
 - Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
 - Subject property with all property lines, adjacent streets and easements dimensioned and identified. Be sure to use City of Renton and not King County street names
 - Location, dimensions and property line setbacks of existing and proposed structures, parking and loading areas, driveways, and landscape areas
 - Location of existing driveways adjacent to the subject property or on the opposite side facing the subject property
 - Existing public improvements including: curbs, gutters, sidewalks fire hydrants
 - Generalized utilities plan, drainage and storm water run-off provisions, (if available)
 - Natural features such as streams, lakes, and wetlands
 - Topography-existing and proposed contours shown at intervals not greater than 5' (if available)
 - Building(s) square footage, type of construction and description of use/occupancy.

REVIEW PROCESS: We typically review preliminary application proposals on Thursdays within two weeks of the date of receipt, however, during exceptionally busy periods this time may increase. When you submit your preliminary application, we will schedule a meeting date for you and City staff to discuss issues raised by the proposal.

The caliber of staff comments you receive will be directly related to the amount and detail of preliminary application information provided to us. While we will attempt to cover as many of the planning-related aspects of your proposal as possible during this preliminary review, subsequent review of your formal application package and Title Report may reveal issues not identified during this initial review